

**Minutes of a Special Session of the Common Council of the Town of  
Clarkdale  
Held on Tuesday, January 22, 2019 at 3:00 P.M.**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, January 22, 2019, at 3:00 P.M. in the Clarkdale Police Annex, 49 N. Ninth Street, Clarkdale, Arizona.

**CALL TO ORDER – Meeting was called to order at 3:00 P.M. by Mayor Von Gausig.**

**Town Council:**

Mayor Doug Von Gausig  
Vice Mayor Richard Dehnert  
Councilmember Scott Buckley

Councilmember Bill Regner  
Councilmember Debbie Hunseder

**Town Staff:**

Town Manager Gayle Mabery  
Administrative Services Director Kathy Bainbridge  
Finance Manager Kathy Cwiok  
Public Works/Utilities Director Maher Hazine  
Community/Economic Development Director Jodie Filardo  
Police Chief Randy Taylor  
Town Clerk Mary Ellen Dunn

**PUBLIC COMMENT** – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

**Jodie Rooney, presented invitation to Council regarding February 5, 2019's Yavapai County Economic Leadership Summit.**

**Damien Browning, Clarkdale residents, addressed Council regarding Steps to Recovery Program and Halfway House.**

**CONSENT AGENDA** - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. Reports** - Approval of written Reports from Town Departments and Other Agencies  
Building Permit Report – November, December 2018  
Capital Improvements Report – January, 2019  
Magistrate Court Report – December, 2018

Water and Wastewater Report – October, November 2018  
Police Department Report – November, 2018  
CAT/LYNX Transit Report – November, December 2018  
Verde Valley Humane Society Intake Disposition Report – November,  
December 2018

**Action: Approve Consent Agenda item A as presented.**

**Motion: Councilmember Buckley**

**Second: Councilmember Hunseder**

**Vote:**

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

## **NEW BUSINESS**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, AMENDING RESOLUTION #1576, ADOPTING A RANGE PLACEMENT TABLE FOR EMPLOYEE SALARY RANGES, AND SETTING EFFECTIVE DATES -** Discussion and possible action re: Resolution #1593 changes to the Salary Range Placement Table.

On November 8, 2016, Arizona voters passed AZ Prop 206 – the Fair Wages & Healthy Families Act. The Fair Wages portion of the proposition increases the minimum wage in Arizona to:

- \$10.00 per hour on January 1, 2017
- \$10.50 per hour on January 1, 2018
- \$11.00 per hour on January 1, 2019
- \$12.00 per hour on January 1, 2020

The minimum wage in Arizona will increase from \$10.50 per hour to \$11.00 per hour effective January 1, 2019. Therefore, it is necessary to update the Town's current Salary Range Placement Tables to comply with this change. The Town currently has one employee who is directly affected by this change and her rate of pay has already been changed to comply with the new law.

In addition to implementing the new minimum wage, an adjustment is also being sought to adjust all other salary ranges on the Town's Salary Range Placement Table. This will ensure that the Town continues to offer competitive starting wages when recruiting new staff. While the majority of our existing employees will still fall within the range related to their position as a result of this change, there are a few employees whose hourly rate of pay will need to be increased accordingly. These changes will be effective February 3, 2019. Here is the breakdown:

- Five (5) staff, 3 full time and 2 part time, with wages related to the General Fund will be increased for a total of \$1,492.32; Two (2) full time staff with wages related to the Utilities budget line for a total of \$1,012.94.

- This will result in a total budget increase of \$2,505.26 to the current FY2018-2019 budget period.
- The Town Manager's position: The adjustment to the Salary Range Placement Table will also increase the salary range for the Town Manager's position and, therefore, will affect the starting salary range that has been approved for the recruitment of Clarkdale's new Town Manager. The approved, starting, salary range for the new Town Manager is set to be advertised at \$92,500.00 to \$118,000.00. The proposed change to the salary range for the Town Manager will result in a new starting rate of \$94,177.18 which is higher than the minimum amount set by council during the November, 2018 meeting with Novak Consulting Group.

There are two possible options:

1. Increase the advertised starting rate of pay from \$92,500.00 to \$94,177.18. If this option is chosen, Jen Reichelt, our Novak Consulting Group Representative, has recommended a new advertised starting pay range of \$94,177.18 to \$119,500.00.
2. Move the Town Manager's position from salary range "30" to salary range "29". This would require no changes to the advertised starting rate of \$92,500.00. Salary range "30" would then be deleted from the proposed Salary Range Placement Table under consideration.

A new position has been added to the Salary Range Placement as outlined below:

1. Range 11: Management Assistant was added.

Human Resources Manager Lonnie Hovde presented information on this agenda item to Council. Hovde noted that changes would be effective February 3<sup>rd</sup> of this year and current budget would see an impact of \$2505.26.

**Action: Approve Resolution #1593, changes to the Salary Range Placement Table including option #1, changing the starting pay range for the Clarkdale Town Manager's job opening from \$92,500.00 to \$118,000.00 to \$94,177.18 to \$119,500.00.**

**Motion: Vice Mayor Dehnert**

**Second: Councilmember Regner**

**Vote:**

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

**PLANNING COMMISSION MEMBERSHIP INCREASE** – A work session to discuss possible increase in the number of commissioners that serve on the Planning Commission.

During the interview process for various Boards and Commissions, discussion took place regarding the number of applicants that stated a preference to serve on the Planning Commission. The councilmembers on the panel felt that due to the number of highly qualified applicants, and the reluctance to turn away willing volunteers, it would be desirable to increase the number of commissioners from 5 to 7.

The Staff Liaison noted that in a recent meeting, two of the commissioners had to recuse themselves from a vote due to conflicts of interest. While there was still a quorum, it was stated that the issue could occur in the future and could pose challenges in voting.

There are arguments on both sides of the question.

Some of the arguments in favor of the increase include:

- Ability to place more qualified applicants on the Commission and therefore making use of the talented candidates that apply
- More flexibility when conflicts of interest arise

Arguments against the increase:

- If there is a 7-member commission and we do not have applicants to fill the seats there would be vacancies
- The recusal and 2-member conflict of interest situation has only occurred once in the last several years
- Increase in number of commissioners would result in increase in staff workload
- Quorums could be more difficult.

Councilmembers Regner and Buckley presented this discussion to Council. Each spoke in favor of the increase due to the growing number of qualified applicants and the concerns surrounding conflicts of interest.

Mayor Von Gausig: Stated that the size of community should have relationship to how many people serve on the boards. Asked if we could revisit if we have any other conflicts of interest.

Vice Mayor Dehnert: Agrees that diversity of viewpoints and various perspectives is valuable, however urgency of the issue is lessened with other opportunities becoming available.

Councilmember Hunseder: Stated that she served for 3 years on that board and felt it functioned efficiently with that number. She stated maybe the issue should be revisited at a later time and noted that she had concerns regarding increased workload for staff.

Town Manager Mabery: Stated that next month we will have a discussion that includes development of a General Plan Committee. It would be up to council to decide how many people serve however historically the the number has been 10 – 12 people serving.

**Action: This is a work session only and no council action is required.**

**AN ORDINANCE OF THE TOWN OF CLARKDALE AMENDING CHAPTER 17 SECTION 17-2-1 TRANSFERRING THE DUTIES OF THE BOARD OF ADJUSTMENT TO THE TOWN COUNCIL** - Discussion and possible action on Ordinance #392, an Ordinance amending Chapter 17 “Boards and Commissions” Section 17-2-1 transferring duties of the Board of Adjustment to the Town Council.

Chapter 17, Section 17-2-1 has been revised to transfer the duties of the Board of Adjustment to the Town Council.

Discussion regarding this change of assumption of duties occurred during the Special Council meeting on November 27, 2018. The biggest challenge with having a separately appointed Board of Adjustment is the infrequency of meetings and its members desiring to serve on Boards with more active roles.

In the past, the Council served as the Board of Adjustment until June, 1998 when it was decided to designate the Board as an independent entity and appoint members to serve. There are currently 5 seats on the Board of Adjustment and one of those seats has been left vacant in anticipation the Council acting as the Board of Adjustment.

On November 27, 2018 the Council directed staff to move forward with amendments to the Town Code, reinstating the Town Council as the Board of Adjustment for the Town.

Town Clerk Mary Ellen Dunn presented information on this agenda item to Council. Mayor Von Gausig asked about the logistical procedure of the Board.

**Action: Approval of Ordinance #392, an Ordinance of the Town of Clarkdale amending Chapter 17 “Boards and Commissions” Section 17-2-1 transferring the duties of the Board of Adjustment to the Town Council.**

**Motion: Councilmember Buckley**

**Second: Vice Mayor Dehnert**

**Vote:**

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

**AN ORDINANCE OF THE TOWN OF CLARKDALE, AMENDING CHAPTER 4, SECTION 4-1-5** – Discussion and possible action on Ordinance #393, an Ordinance amending Chapter 4, Section 4-1-5 “Police Department”.

In preparation for recodification of the Town Code, all chapters of the current Code have been reviewed and revised by relevant staff for Council review. Chapter 4 of the Code, “Police Department” has been changed according to the redlined copy of this section attached to this report.

*Under Section 4-1-5:*

- Deleted paragraph "B";
- Added "...or internal affairs investigations" at the end of paragraph "C";
- Added "...or in fulfilling his/her duties as defined by Arizona Peace Officer Standards and Training (AZPOST)..." to paragraph "H".

Police Chief Randy Taylor presented information on this agenda item to Council. He stated that this additional language would not broaden police authority but would provide coverage of authority when police officers are operating outside of usual jurisdiction under a mutual aide agreement. Councilmember Regner requested addition changes to Section 4-1-1 and 4-1-3 changing "policeman" to "police officers".

**Action: Approve Ordinance #393, an Ordinance of the Town of Clarkdale, amending Chapter 4, Section 4-1-5 "Police Department" with added changes to Sections 4-1-1 and 4-1-3 changing "policeman" to "police officers".**

**Motion: Councilmember Hunseder**

**Second: Councilmember Regner**

**Vote:**

Voting Member	Aye/Nay
Council Member Scott Buckley	Aye
Vice Mayor Richard Dehnert	Aye
Council Member Debbie Hunseder	Aye
Council Member Bill Regner	Aye
Mayor Doug Von Gausig	Aye

**FUTURE AGENDA ITEMS** - Listing of items to be placed on a future council agenda.

**ADJOURNMENT:** Without objection Mayor Doug Von Gausig adjourned the meeting at 3:38 P.M.

APPROVED:

  
Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:

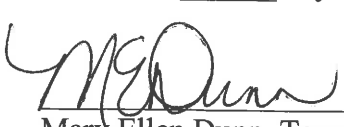
  
Mary Ellen Dunn, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 22<sup>nd</sup> day of January, 2019. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 13<sup>th</sup> day of February 2019.

SEAL

  
Mary Ellen Dunn, Town Clerk